



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

JUNIOR TRANSCRIBER TYPIST

Class No. 002704

INTERMEDIATE TRANSCRIBER TYPIST

Class No. 002714

SENIOR TRANSCRIBER TYPIST

Class No. 002724

■ CLASSIFICATION PURPOSE

To perform a wide variety of text production work from transcribing machines or written copy using personal computers; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are found in various departments of the County. This series differs from general clerical classes by the predominance of production typing work from oral recordings. The Transcriber Typist classes are distinguished from the Medical Transcriber classes in that the latter transcribe medical and psychiatric documents and reports while the former transcribe a wide variety of documents and reports.

Junior Transcriber Typist:

This is the entry-level class in the series. Under immediate supervision, incumbents are assigned routine work to produce text on standard formatted documents, drafts or final copy.

Intermediate Transcriber Typist:

This is the journey-level class in the series. Under general supervision, incumbents, under general supervision, exercise greater independence in selecting typing format and handle a wider variety of text production.

Senior Transcriber Typist:

This is the highest-level class in this series and is the first line supervisory class. Under general supervision, incumbents supervise subordinate clerical staff and perform the most complex transcriptions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Junior and Intermediate Transcriber Typist:

Essential Functions:

1. Types correspondence, reports and documents from verbal instructions, written copy or from dictation machine.
2. Operates a personal computer to create text ensuring accuracy and acceptable format.
3. Uses copying machines, printers and other simple office equipment to produce hard copy of text and performs related work as assigned.
4. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Senior Transcriber Typist:

Essential Functions:

All the duties listed above and

1. Performs and leads difficult and complex transcriptions.

2. Assigns, reviews, monitors and evaluates the work of subordinate staff.
3. Coordinates, schedules and explains transcriptions to staff and others.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Standard typing formats used for correspondence, reports and documents.
- Principles of word processing systems and applications.
- Word processing terminology, display and format symbols.
- Rules related to business English and spelling.
- Modern clerical, office and record keeping procedures.
- Transcribing machines, personal computers, printers and other standard office machines.
- County customer service objectives and strategies.

Senior Transcribing Typist:

- Principles and techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Proofread information for correct spelling, grammar, punctuation, capitalization and word usage.
- Operate office equipment including photocopiers, collators, binders, calculators, personal computers, transcribing machines and associated printers.
- Compile work in proper sequence.
- Type with speed and accuracy.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Transcriber Typist:

- Assign, review, monitor and evaluate the work of subordinate staff.
- Read, interpret and explain departmental policies and procedures.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Junior Transcriber Typist: I:

Six (6) months of experience as a typist producing letters, memos or reports.

Intermediate Transcriber Typist:

Recent completion of a clerical/secretarial curriculum from a community college or at least one (1) year of full-time clerical experience performing duties similar to those stated above. Experience must have included text production assignments. One (1) year as a Junior Word Processor Operator in the County of San Diego is qualifying.

Senior Transcriber Typist:

At least three (3) years of text production experience, two (2) years of which must have been performing duties comparable to an Intermediate Transcriber Typist or Word Processor Operator in the County of San Diego with at least six (6) months word processing equipment experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 50 net words per minute with a maximum of 5 errors. The typing test must be for at least five minutes with two (2) gross words penalty for each error. The certificate must be dated within the last two years.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions will be disqualifying depending on type, number, severity and recency. Prior to appointment, candidates will be subject to a thorough background.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 5, 1987

Revised: December 2, 2002

Reviewed: Spring 2004

Revised: March 31, 2006

Junior Transcriber Typist (Class No. 002704)
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